

Institution Supplement

Number: SHE 5267.07c

Date: June 2, 2004

Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** It is the policy of FCI/FPC/FDC Sheridan to establish visiting procedures for all inmates incarcerated at Sheridan.

2. **DIRECTIVES AFFECTED:**

- A. **Directive Rescinded:**

I.S. SHE 5267.07b

Visiting Regulations
(06-02-03)

- B. **Directives Referenced:**

P.S. 5267.07

Visiting Regulations
(04-14-03)

This supplement correlates to the authorizing Bureau of Prisons (BOP) Program Statement in specifically outlining requirements in effect at FCI/FPC/FDC Sheridan. The Institution Supplement and the BOP Program Statement should be read in conjunction for thorough translation and implementation.

3. **PROCEDURES:** The following procedures are in effect at FCI/FDC/FPC Sheridan, Oregon, regulating inmate visiting.

- A. **Visiting Facilities:** Visitors and inmates at the FCI and FPC will have access to outside visiting areas when weather conditions and staffing permits. All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are discouraged from arriving prior to 8:30 a.m. for daytime visiting and 5:00 p.m. for evening visiting. Processing of visitors will normally begin no later than 8:30 a.m. and 5:00 p.m. on the appropriate visiting days.

- B. **Attorney Visits:** Attorneys are encouraged to visit between 8 a.m. and 3 p.m. Monday through Friday. Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Attorney's briefcases and papers being introduced into the institution will be searched for contraband by use of the X-ray machines located in the Front Lobby of the FCI and FDC. The use of cameras or recording equipment without the consent of the Warden is prohibited.

All attorney visits for the FCI will be arranged and monitored by the appropriate Unit Staff. The attorney and their client will be afforded privacy in the attorney room located inside the Visiting Room.

All attorney visits for inmates housed in the FDC will be scheduled by the FPC Administrator's Secretary, and monitored by the appropriate Unit Staff. The attorney and their client will be afforded privacy in the attorney room located inside the Visiting Room.

All attorney visits at the FPC will be scheduled by the Counselor and will be monitored by the Counselor. The attorney and their client will be afforded privacy in the attorney room located in the Administration Building.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. Inmates may not bring in or take out legal material from the Visiting Room without prior approval from Unit Staff.

C. **Authorized Visitors:**

1. **FCI/FPC:** Upon arrival, each inmate will mail a visiting form to the people he wants placed on his visiting list. The visitor should mail the visiting form directly to the Counselor. A background investigation will be conducted upon receipt of the form. If approved, the visitors' information will be entered into SENTRY 2000 by appropriate Unit Staff. A finalized list will be prepared and forwarded to the Visiting Room, and Unit Staff

will maintain a hard copy in the inmate's central file. Specific local visiting guidelines have been established for FCI/FPC Sheridan and are contained in Attachment A, Visiting Regulations. Staff will provide the attachment to the inmates, who will then be responsible for forwarding it to their visitors. Attachment C, Transportation and Lodging, will also be provided to the inmates who may forward it to their visitors.

2. **FDC:** Upon arrival, HOLDOVER/PRETRIAL inmates will submit a list of immediate family members only to the unit team. The visitor must demonstrate they are an immediate family member. A finalized list will be prepared and forwarded to the Visiting Room and Unit Staff will maintain a hard copy in the inmate's central file.

Once an inmate is designated to the FDC he can request up to three non-family members be added to the visiting list, however the inmate must demonstrate the visitor is going to be an integral part of the inmate's release plan.

Specific local visiting guidelines have been established for FDC Sheridan and are contained in Attachment B, Visiting Regulations. Staff will provide the attachment to the inmates who will then be responsible for forwarding it to their visitors. Attachment C, Transportation and Lodging, will also be provided to the inmates and may be forwarded to their visitors.

3. **Visiting privileges are only extended to friends and associates having an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution.**
4. Visitors with prior criminal convictions must be approved by the Warden prior to being allowed to visit.

- D. **Metal Detector/Drug Detector/X-ray Machines:** All visitors entering the institution are required to pass through the metal detector located in the Front Lobby. All visitors are subject to random drug screening by use of the ION Track Drug Detector. All visitors jackets will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Any visitor refusing to submit to this procedure or who fails the drug detector, will be denied access into the institution.
- E. **Monitoring of the Visiting Room:** The Visiting Room staff, in conjunction with the SIS, will determine inmates who are suspected of introducing contraband. Surveillance cameras located at the FCI and FDC Visiting Rooms will be used to monitor these inmates. If an inmate is suspected of introducing contraband, the surveillance tape(s) will be removed from the VCR, and evidence control procedures will be initiated.
- F. **Visiting Schedule for the FCI and the FPC:** Visits are regularly scheduled from 8:30 a.m. to 3 p.m. on Saturday, Sunday and Federal Holidays, and from 5 p.m. to 8 p.m. on Monday, Thursday, and Friday. Each inmate at the FCI will receive twelve (12) visiting points per month. Each inmate at the FPC will receive twenty (20) visiting points per month.

Visiting points will be charged as follows:

Two (2) points per day on Saturday and Sunday.

One (1) point per day Monday, Thursday, and Friday.

There will be no points charged on NEW YEARS DAY, 4th of JULY, THANKSGIVING, CHRISTMAS, **minister of record visits**, and/or at the discretion of the Warden. All other holidays will be charged two (2) points per day.

The maximum number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four adult persons are present in the Visiting Room, and one or more of these persons leave the Visiting

Room to be replaced by another authorized visitor(s). Only one interchange of visitors will normally be permitted; therefore individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit, or at the conclusion of their visit.

- G. **Visiting Schedule for the FDC:** Visits are regularly scheduled from 8:30 a.m. to 3 p.m. The visiting days for Unit J-1 inmates are Fridays and Saturdays and the visiting days for Unit J-2 inmates are Sundays and Mondays. Each inmate will have twelve (12) visiting points per month. One (1) point will be charged on Friday and Monday, and two (2) points per day on Saturday and Sunday. No points will be charged on NEW YEARS DAY, 4th of JULY, THANKSGIVING, CHRISTMAS, **minister of record visits**, or at the discretion of the Warden. At the FDC, the number of visitors is limited to two adults and up to four children. Split visits may be arranged when necessary. A "split visit" occurs when more than two authorized adult visitors request to visit an inmate at one time. Two authorized visitors can be allowed to visit the inmate, and after their visit has terminated, two more visitors will be allowed to visit. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit or at the conclusion of their visit.
- H. **Visiting Files:** At the end of each day, the inmate visiting files will be secured in the locked file cabinet provided in the Visiting Room. At no time will staff allow inmates or visitors to view any visiting file.
- I. **Searches:** All inmates entering the Visiting Room will be pat searched and screened with a metal detector before entering the Visiting Room. All inmates housed in the Special Housing Unit receiving visits will be given a visual search prior to entering the Visiting Room. All inmates at the FCI and FDC will be visually searched prior to departing the Visiting Room. Random visual searches will be conducted at the FPC prior to inmates departing the Visiting Room.
- J. **Food:** A visitor may bring **no** food items into the

institution. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending items from the Visiting Room.

- K. **Restrooms:** Mens and Ladies restrooms are provided for visitors. Inmates will utilize the facilities located in the strip rooms; and all inmates will be pat searched prior to, and at the completion of, using the facilities. Inmates will remain in constant visual supervision of escorting staff. The inmate's restroom in the visiting area will remain locked at all times. Inmates will not utilize visitor's restrooms.
- L. **Inmate Identification:** Staff will make positive identification of inmates arriving at the Visiting Room for visits utilizing the inmate's commissary card or a picture card from Control if their commissary card is lost or stolen. Staff will keep the inmate's commissary card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.
- M. **Special Housing Unit (SHU) Inmates:** Prior to an inmate housed in SHU receiving a visit, Visiting Room Staff will call Control to verify that the inmate has no separatees in the Visiting Room. If there is a separatee already in the visiting room, the first inmate will visit for 2 hours. Once removed, the second inmate will visit for 2 hours. All SHU inmates will be seated in close proximity to the Visiting Room Officer and kept under constant supervision. All SHU inmates will be visually searched prior to reporting to the Visiting Room and before returning to SHU.
- N. **Inmate Property allowed in the Visiting Room:** Inmates will not take any property to a visit except one comb or pick, one handkerchief, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headwear, and photo tickets. Watches are not allowed. Pre-trial inmates at the FCI and FDC are authorized to bring legal documents with them to their visit. The legal documents are to be checked for contraband and the pages counted. At the completion of the visit, only

the legal documents the inmates brought with him may be taken out of the Visiting Room by the inmate. The legal document rule applies ONLY to pre-trial inmates. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

O. **Proper Dress and Grooming for Inmates in the Visiting Room:**

Inmates are required to wear institution-issued clothing (Khaki pants and shirts at the FCI and green pants and shirt at the FPC, or assigned jump suits for inmates housed in the FDC and FCI SHU) during visitation. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to and at the completion of the visit. Tennis shoes will be allowed in the Visiting Room only if they are neat and clean in appearance. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.

P. **Proper Dress for Visitors in the Visiting Room:**

Inmates are responsible for informing prospective visitors that dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses will be no higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing.

Any other clothing that, at the direction of the shift Lieutenant or Institutional Duty Officer (IDO), resembles the style or color of inmate clothing (i.e., Khaki colored clothing), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

- Q. **Institutional Activities:** Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.
- R. **Visiting Expense:** Visiting will normally be conducted in the Visiting Room during normal visiting hours. If an inmate has a need for a special visit during non-visiting hours, and there is no available staff to supervise the visit, the inmate will incur the cost of the staff supervision for the visit.
- S. **Prisoner Visitation and Support:** The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at Sheridan are allowed to carry paper and writing implements into the Visiting Room and may sit across from each other. They are to be processed at the front lobby as Volunteers. **THEIR VISITS ARE NOT TO BE CHARGED AGAINST SOCIAL VISITS, BUT WILL BE CONDUCTED DURING NORMAL VISITING HOURS.** They are expected to adhere to the institution dress code and visiting policy. Inmates to be visited through PVS will be placed on call-out by Religious Service staff prior to the visit taking place.
- T. **Miscellaneous Visiting Room Regulations:**
1. No electronic devices will be allowed into the Visiting Room. Electronic devices will include the following: beepers and cellular phones. Due to security concerns, lockers are not available to visitors for the storage of unauthorized items.

Any unauthorized items will be returned to the prospective visitor's vehicle. When the visitor does not have a vehicle on the premises, he/she will be responsible for removing the unapproved item from the premises.

2. Papers, packages, money orders, and/or gifts are not to be allowed into or exchanged in the Visiting Room.
3. All visiting areas, both inside and out, are "No Smoking Areas." No tobacco products of any type are allowed in the visiting areas.
4. Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave the visit may be terminated by the Lieutenant or Duty Officer.
5. The children's playroom is furnished to provide a space where visitors children can play under adult supervision. An inmate attendant will be hired by the Captain or his designated representative and will be the only inmate allowed in the playroom. The playroom will be opened at the discretion of the Visiting Room Officer when the inmate attendant is present. If a child's behavior is inappropriate, the inmate attendant will notify the Visiting Room Officer. The Visiting Room Officer will notify the inmate responsible for the child that the child is no longer permitted to enter the playroom during that visit.
6. The inmate attendant will oversee the activities in the playroom during visiting hours. The attendant will not touch, pick up or make physical contact with a child in any manner. If an emergency occurs, or if the child misbehaves, the attendant will notify the nearest staff member of the situation. The attendant will not be permitted to participate in a visit during the time he is scheduled to work in the playroom.
7. Children must be able to walk and be no older than 12 years old to enter the playroom. Visitors must check in with the Visiting Room Officer prior to entering the playroom. No toys are allowed out of

the playroom.

8. The Education Department will be responsible for the acquisition or replacement of all equipment, toys, books, TV/VCR's, tapes, etc. for the playroom.
- U. **Limited Visit Space:** In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Institution Duty Officer (IDO). The visits of local and/or frequent visitors will be terminated first.
- V. **Terminating Visitors:** The Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to circumvent or evade institutional regulations.
- W. **Unauthorized Visitors:** On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. In cases where there are extenuating circumstances and Unit Staff is not available, the IDO will be contacted to render the final decision. When this occurs, the IDO will notify the inmate of the decision.
- X. **Packages:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreation Specialist only after they have been opened, searched, and resealed prior to being taken to the Front Lobby to be picked up by the visitor at the completion of the visit.
- Y. **Special Visits:** The Unit Manager, or designee, will be responsible for arranging and supervising the special visits. Special visits may be permitted under the following circumstances:

1. Family emergencies
2. Special social visits that cannot occur during normal visiting hours
3. Pre-release planning interviews
4. Business/court-appointed investigation/interpreters
5. Prisoner Visitation and Support Representatives
6. Consulate Representatives
7. Minister of Record / Clergy
 - a. **Minister of Record:** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will **not** count against the total number of visiting points an inmate is authorized.

- b. **Clergy:** Visits from clergy (other than the minister of record) will be conducted in accordance with the general visiting procedures, and **will** count against the total number of visiting points an inmate is authorized.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. The Warden

may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate will be authorized a visit from his minister of record.

- Z. **Exit Procedures:** Upon the completion of visiting an announcement to the effect of, "Visiting is now over, inmates and visitors will be separated. Visitors please move to the West wall of the Visiting Room and inmates proceed to the East wall of the Visiting Room," will be made.

Staff will then conduct a count of inmates using the inmate commissary picture cards. Once all inmates are accounted for, staff will start releasing visitors. Visitors will be properly identified by using their identification card which is attached to their BP-224.02, Notification to Visitor, form and by checking the hand stamp under the ultra violet light. Visitors will be escorted to the Front Entrance sallyport. Visitors will be released in groups of no more than ten at a time. Once inside the sallyport, visitor identification cards and the hand stamps are again verified by the Front Lobby Officer before the visitors are allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of visiting.

These basic procedures will be followed at the FDC with variances allowed for which wall the visitors and inmates go to as well as the location of the ultra violet light.

The same procedures will be followed at the Camp with variances allowed for which wall the visitors and inmates go to. Visitors at the Camp are not required to be escorted out.

4. **ATTACHMENTS:**

- A. Visiting Regulations for FCI and FPC (3 pages)
- B. Visiting Regulations for FDC
- C. Transportation and Lodging/Information for Visitors

5. **MANAGING DEPARTMENT:** Correctional Services

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Charles A. Daniels, Warden

FEDERAL CORRECTIONAL INSTITUTION AND FEDERAL PRISON CAMP
VISITING REGULATIONS

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Regular visiting hours are from 8:30 a.m. to 3 p.m. Saturday, Sunday, and Federal Holidays, and 5 p.m. to 8 p.m. Monday, Thursday, and Friday. No visitors will be processed after 2 p.m. on Saturday, Sunday, and Federal Holidays, and 7 p.m. on Monday, Thursday, and Friday. There is NO visiting on Tuesday and Wednesday.
3. **WHO MAY VISIT:** Only those people on the approved visitor's list may come to visit. The child's approved parent or legal guardian must accompany children under the age of 16. Children over the age of 16 must be on your approved visitor list.
4. **NUMBER OF VISITORS:** The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
5. **PERSONAL CONTACT:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
6. **PERSONAL DRESS FOR VISITORS:** The way you dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses will not be any higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored clothing), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

7. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:

1. One (1) wallet or transparent change purse no larger than 5"x8"x4"
2. Four (4) diapers
3. Two (2) jars of Baby Food, unopened
4. Three (3) baby bottles clear and half full
5. One (1) baby blanket
6. Two (2) female sanitary napkins or tampons
7. Heart and epilepsy medication only
8. One Wedding Band, one necklace, and small earrings

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

8. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreational Specialist only after they have been opened, searched, and resealed prior to being taken to the Front Lobby to be picked up by the visitor at the completion of the visit.

9. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$20 in change or bills to purchase food items from vending machines located in the Visiting Room.

10. **SMOKING:** The Visiting Room and outside visiting areas are NO SMOKING areas. No tobacco of any kind is allowed into the institution.

11. **LOCATION:** The institution is located approximately ½ mile East of Sheridan, Oregon, on Ballston Road. Sheridan is located approximately 50 miles southwest of Portland, Oregon. Please refrain from arriving on the institution grounds before 8:30 a.m. on weekends, and Federal Holidays, and 5 p.m. on week nights.

12. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with a high metal content will activate the metal detectors, and may slow down your in processing for visiting.

FEDERAL DETENTION CENTER
VISITING REGULATIONS

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m. The Visiting days for J-1 inmates are Fridays and Saturdays, and Sunday and Monday for inmates in Unit J-2.
3. **NUMBER OF VISITORS:** The maximum number of visitors an inmate may have at one time is six, including children. A maximum of two adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than two authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where two persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
4. **PERSONAL CONTACT:** Personnel contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
5. **PERSONAL DRESS FOR VISITORS:** The way you dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses will not be any higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted inside the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored clothing), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).
6. **ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:**
 1. One (1) wallet or transparent change purse no larger than 5"x8"x4"
 2. Four (4) diapers
 3. Two (2) jars of Baby Food, unopened
 4. Three (3) baby bottles clear and half full
 5. One (1) baby blanket
 6. Two (2) female sanitary napkins or tampons
 7. Heart and epilepsy medication only
 8. One Wedding Band, one necklace, and small earrings.

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS, OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

7. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreational Specialist only after they have been opened, searched, and resealed prior to be taken to the Front Lobby to be picked up by the visitor at the completion of the visit.

8. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$20 in change or bills to purchase food items from vending machines located in the Visiting Room.

9. **SMOKING:** The Visiting Room and outside visiting areas are NO SMOKING areas. No tobacco of any kind is allowed into the institution.

10. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with a high metal content will activate the metal detectors, and may slow down your in processing for visiting.

TRANSPORTATION AND LODGING

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The Institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

FROM PORTLAND: Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the Beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The Institution is located on the south side of the highway and is noticeable from the exit.

FROM SALEM: State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

LODGING: FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

SHERIDAN COUNTRY INN 1330 W. Main Street Sheridan, Oregon (503) 843-3151	SAFARI MOTEL 345 N. Highway 99W McMinnville, Oregon (503) 472-5187
PARAGON MOTEL 2056 S. Highway 99W McMinnville, Oregon (503) 472-9493	VINEYARD INN 2035 S. Highway 99W McMinnville, Oregon (503) 472-4900 or 800-285-6242

TRANSPORTATION: This area has no public transportation (city bus service) between the Institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

Prestige Limo	(503) 472-7980	(McMinnville)
Shamrock Taxi	(503) 472-5333	(McMinnville)
Greyhound Bus Lines	(503) 363-2428	(Salem)